



STATE OF WISCONSIN
Department of Employee Trust Funds
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SECRETARY

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CORRESPONDENCE MEMORANDUM

DATE: August 21, 2003

TO: Employee Trust Funds Board
Teachers Retirement Board
Wisconsin Retirement Board

FROM: Christina Licari, Board Liaison

SUBJECT: 2004 Meeting Dates and Accommodations

Listed below are the meeting dates for 2004.

Thursday, Friday	March 25 & 26, 2004
Thursday, Friday	June 17 & 18, 2004
Thursday, Friday	Sept. 16 & 17, 2004
Thursday, Friday	Dec. 9 & 10, 2004

After reviewing the availability and cost proposals of several Madison hotels/conference centers, the Department has contracted with the Sheraton Madison Hotel for the dates listed above.

In order to determine our overnight accommodation needs and make the necessary reservations with the hotel, I have attached a questionnaire for all members to complete. Please return the questionnaire to me at the September meeting. If you are unable to attend the September meeting, you may contact me directly with your needs/preferences.

If you have questions regarding the schedule or overnight accommodations, please feel free to contact me at (608) 261-7944.

Board	Mtg Date	Item #
JI	9/25/2003	3
TR	9/25/2003	2
WR	9/25/2003	3
ETF	9/26/2003	3

Name _____

Board/s _____

Daytime Phone # _____

I would like overnight accommodations for the following evenings during the week of the Board meetings:

___ Wednesday evening

___ Thursday evening (applies only to ETF Board members who attend the Friday ETF Board meetings)

___ No overnight room is necessary

Please note that, unless otherwise requested, all reservations are for non-smoking rooms.